How to Find and Share Recordings

Finding a recording, combining its parts, and sharing or downloading it.

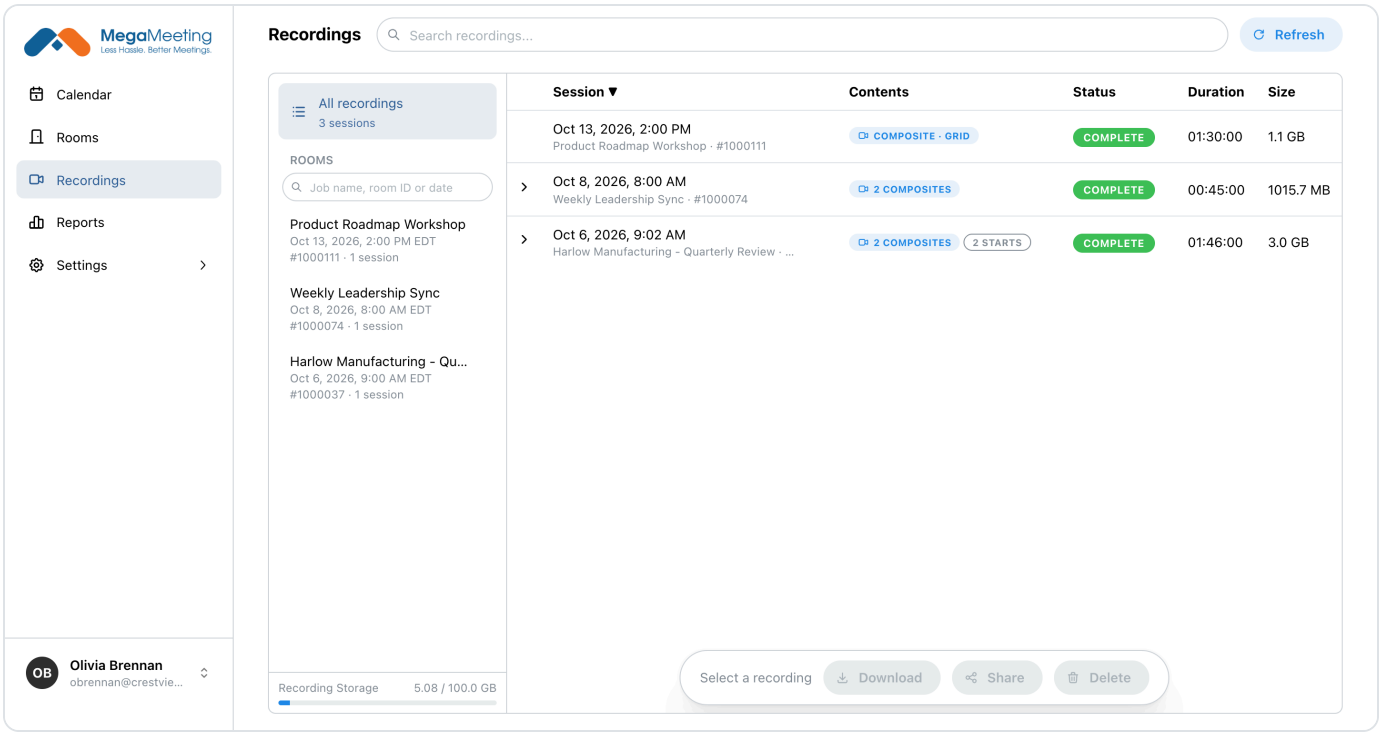
Every recording made in your rooms, whether started by a host, started automatically, or made by going live in a webinar, ends up in **Recordings** on your dashboard. How recordings are started is covered in How to Host a Meeting and How to Run a Webinar.

1. Open Recordings

Click **Recordings** in the sidebar. On the left of the list, **All recordings** lists everything, and below it each room is listed with when it meets, its room number and its number of sessions, newest meeting first; click a room to see only its recordings. To find a room, type in the box above the rooms: part of its name, its room ID, or a date such as 10/6 or Oct 6. Press Enter to open the only match, or Escape to clear the box. The search box at the top finds recordings by room name, room number or layout.

Each row is one session: everything recorded in one meeting. It shows when the session started and in which room, what was recorded (for example **2 composites**, one for each layout), its status, length and size. A recording reads **Processing** for a short while after it stops, and **Complete** once it is ready.

Recording Storage, at the bottom left, shows how much of your plan's storage is in use. Enterprise includes 100 GB.

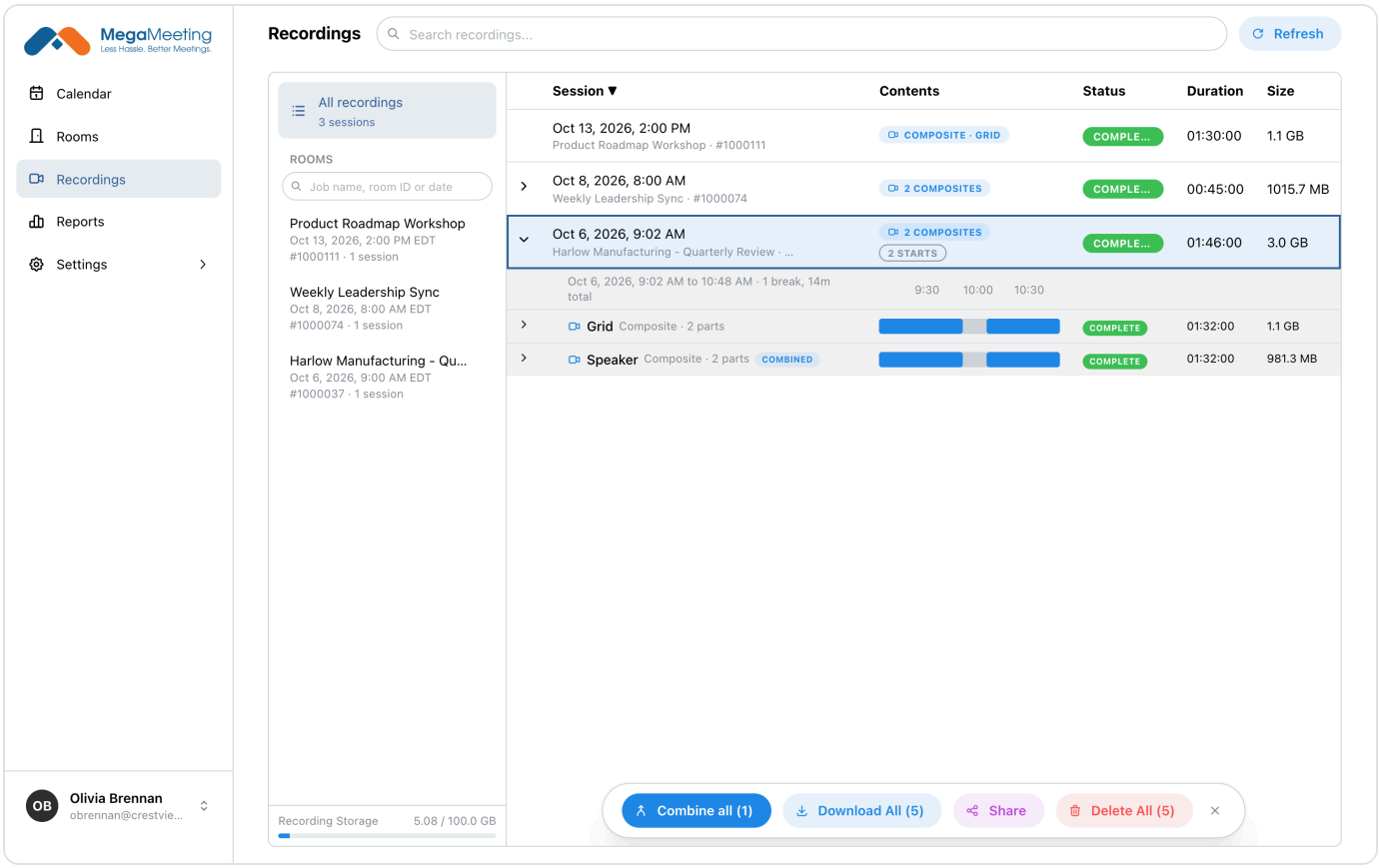


2. Open a Session

Click the arrow beside a session to open it. A line across the top shows when it was recording and any breaks (each time the recording was stopped and started again). Below it, each layout is listed with its **parts**, one for each stretch of recording, and **Combined** marks a layout whose parts have already been joined into one file. Open a layout the same way to see its individual files.

Selecting something brings up the actions for it:

- **A session:** Combine all, Download All, Share, and Delete All.
- **A layout:** Combine its parts, or Download All of them.
- **A single file:** Download, Share, or Delete.

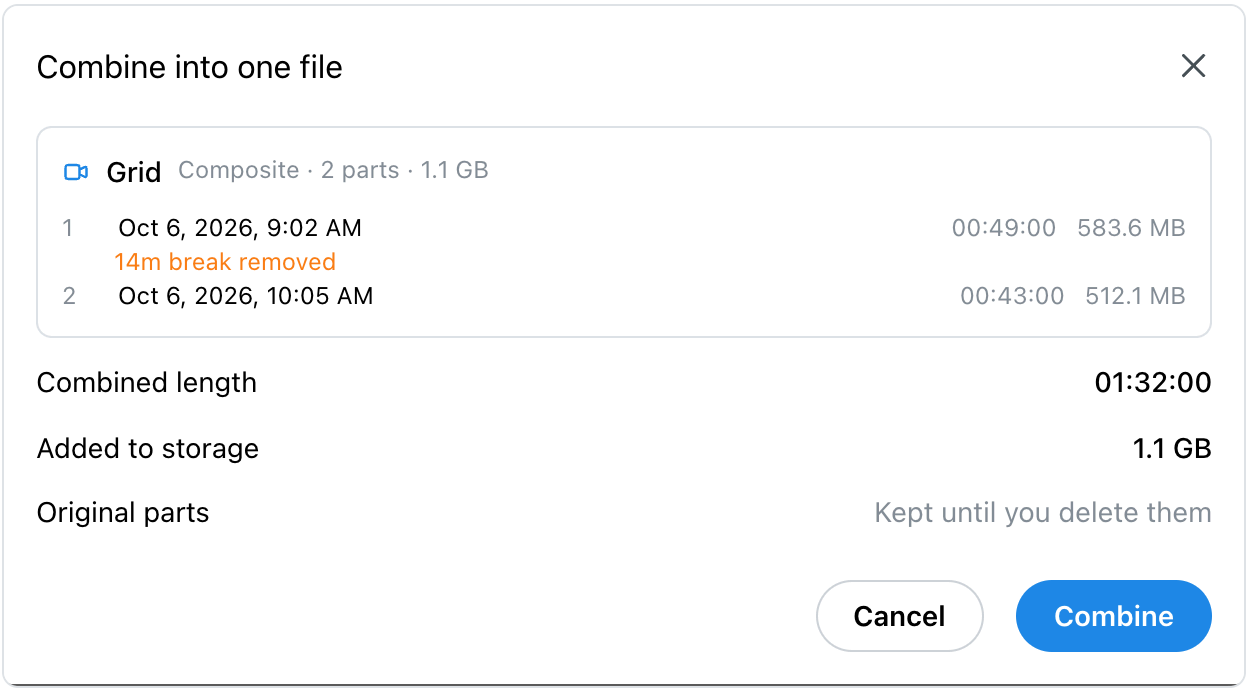


3. Combine Parts into One File

When a meeting was recorded in several stretches, select the session and click **Combine all**, or select one layout and click **Combine**. The window lists the parts in order, with the breaks that will be left out, the combined length, and how much storage the new file will use. Click **Combine**.

The result is a new file, marked **Combined**. The original parts are kept until you delete them.

> **BEST PRACTICE: Combine before you share**
>
> One file is easier for the people you send it to than several parts. Once the combined file is ready, you can delete the parts if you no longer need them, which frees their storage.



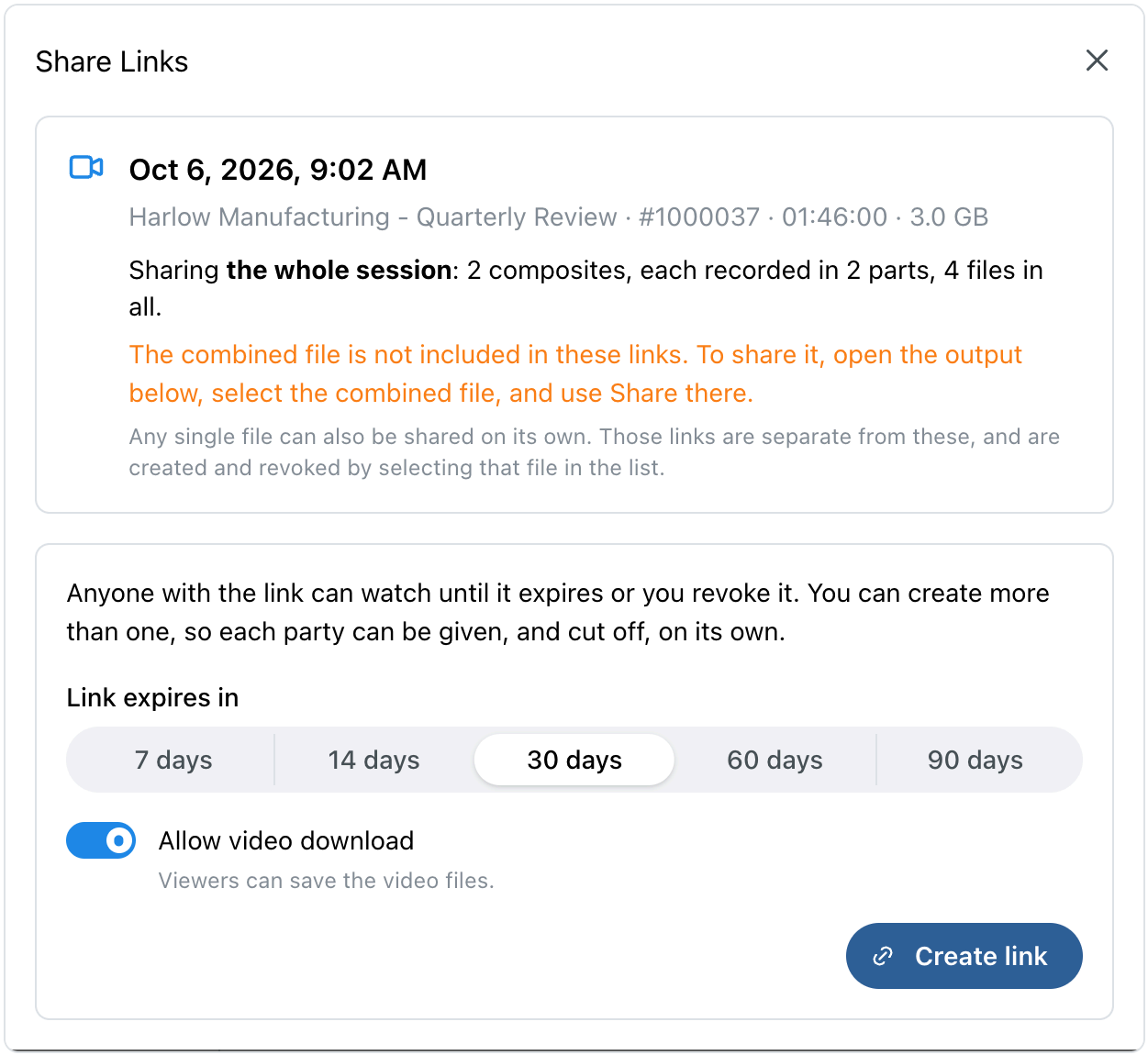
4. Share a Recording with a Link

Select a session or a single file and click **Share**. In the **Share Links** window:

- Choose when the link expires: 7, 14, 30, 60 or 90 days.
- Turn **Allow video download** off if viewers should only watch, not save a copy.
- Click **Create link** and send it. Anyone with the link can watch until it expires or you revoke it.

You can create several links for the same recording, so each person or company gets their own and can be cut off on its own. Existing links are listed in the same window, where you can revoke them.

> **GOOD TO KNOW: A session link does not include the combined file**
>
> Sharing a whole session shares its parts. To share a combined file, open its layout, select the combined file, and click Share there.



5. Download and Delete

Download saves the video file to your computer; **Download All** saves every file in what you selected. **Delete** asks you to confirm, then removes the recording for good and frees its storage.

> **GOOD TO KNOW: Deleting cannot be undone**
>
> A deleted recording cannot be recovered. Share links to that file stop working, and a link to the whole session stops once every file in it is deleted. If you might need it later, download a copy first.